

Dear Site Representative,

Thank you for registering for "Cost-effective, Rapid Identification of Bacteria and Yeast" a teleconference sponsored by the National Laboratory Training Network and the Nebraska Public Health Laboratory.

There are several ways to participate in the teleconference. The only technical requirement for this program is a telephone, preferably a speakerphone. Participants must call into the teleconference toll-free number at the appropriate time. Participants can follow the speakers' presentation with copies of lecture handouts. To enhance the teleconference experience, the speakers' presentation can also be viewed on a computer screen or projected using an LCD projector connected to a computer.

### **Telephone Connection:**

A telephone, preferably a speaker phone, is required to participate in this conference. Participants must call the toll-free number listed below. Please use **one** phone line per site.

**Call Date:** March 16, 2005 (*Wednesday*)

**Call Time:** Dial in 12:45-1:00PM ET (*Eastern Standard Time*)  
*the program begins promptly at 1:00PM (ET)*

**Toll-Free Number:** 888-322-8117

**Passcode:** RAPID

**Duration:** 1 hr 30 mins

**Leader:** Ms. Patricia Dostert

**Call Date:** March 17, 2005 (*Thursday*)

**Call Time:** Dial in 2:45-3:00PM ET (*Eastern Standard Time*)  
*the program begins promptly at 3:00PM (ET)*

**Toll-Free Number:** 888-322-8117

**Passcode:** RAPID

**Duration:** 1 hr 30 mins

**Leader:** Ms. Patricia Dostert

*Please note: The phone number is a "listen only" conference bridge.*

### **Course Materials:**

Site representatives can access course handouts and references after March 9, 2005 by logging on to:

<http://www.phppo.cdc.gov/NLTN/NPHTCS/ceriby031605.aspx>

### **Before the teleconference**

1. Print speaker handouts from the above URL address and duplicate for participants.
2. To enhance the teleconference:
  - a. Use a speakerphone.
  - b. Load the speaker's PowerPoint presentation onto a computer connected to a LCD projector, if available.

### **On the Day of the teleconference:**

1. Participants are encouraged to dial in early; it may take a few minutes for the connection to become active.
2. The toll-free dial-in number will become active 15 minutes before the conference.
3. Please use one phone line per site.
4. The operator will ask for the leader's name, passcode, state, the type of laboratory either public health or clinical laboratory and the number of participants at the site.
5. To enhance the teleconference synchronize the PowerPoint handout displayed on your computer with the teleconference.
6. If time permits, a 10-minute question and answer session will end the program.

The operator will instruct participants to:

- a. Dial \*1 with a question
- b. Dial \*2 to withdraw a question.
- c. The operator will use your first name only to introduce the question.
- d. When asking a question, please do not provide personal information.

### **After the teleconference:**

An online system will be used to process course evaluations and distribute CEU certificates. This process requires access to the World Wide Web. A valid email address is also required; a personal email account is not necessary. For individuals without a personal email address, a valid laboratory or institutional email address is acceptable. The evaluation/CEU URL will be activated at the conclusion of the conference and will be available until April 18, 2005. ***Please note: NLTN and PHTN will not fax, mail or email CEU certificates.***

1. Each participant must register and complete an evaluation form. The registration and evaluation process takes several minutes. For returning participants, the evaluation process is even shorter.
2. To register, each participant must log on to:

[www.phppo.cdc.gov/phtnonline](http://www.phppo.cdc.gov/phtnonline)

Click on "New Participant" to enter demographic information.

OR

Click on "Participant Login" if returning to this website.

3. Follow the prompts through the registration and evaluation process
4. Course verification code: RAPID
5. At the end of this process each participant will be able to print a CEU certificate.
6. If participants encounter problems with this process, a help section is available on PHTN's website. It can also be found at this url address:

<http://www.phppo.cdc.gov/phtnonline/help.asp>

Sincerely,

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